



DOCUMENT  
CONTROL  
SOLUTIONS

**File Pros**

Document Conversion Services Price List

Document Services: 800-800-6131 Ext. 230  
Purchase Orders fax: 714-738-7920

616 S. State College Blvd. Fullerton, CA. 92831

[WWW.DocSolutions.com](http://WWW.DocSolutions.com)

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# Paper to Electronic

## Document Control Solutions & FilePros

Discount % Determined by Volume

| Step | Part Number   | Description   | Unit            | Price                   | Notes   |
|------|---|---|-----------------|-------------------------|---|
| Prep | Standard Prep using Separator Sheets (<5/fldr)      | Perform removal of all staples, bindings, rubber bands, etc. and insert slip sheets denoting document breaks. Includes special services of file purge, mending torn or deteriorated media, segregation of documents to off-site storage or for destruction. Insertion of up to five (5) identification sheets for indexing or classification of obvious document types. | per hour        | \$ 29.50                | Northern & Central California and all other areas |
|      |   |   |                 | \$ 21.50                | LA, San Bernardino & Riverside Counties           |
|      |   |   |                 | \$ 23.50                | San Diego & Imperial Counties                     |
|      | Standard Prep using Barcode Labels (<5/fldr)        | Same as above plus incorporate applying a barcode labels for up to five (5) obvious documents per folder. Barcode to be applied to first page of an obvious doc type in upper right 16 square inches of lead page per document. (See CB Price list for label cost.)   | per hour        | \$ 30.50                | Northern & Central California and all other areas |
|      |   |   |                 | \$ 22.50                | LA, San Bernardino & Riverside Counties           |
|      |   |   |                 | \$ 24.50                | San Diego & Imperial Counties                     |
|      | Complex Doc Prep Barcode & or Sep (6>/folder)       | To perform either service of insertion of doc separator sheet or applying a barcode or both when there is (6) obvious documents or more. Also use this same rate if hierarchical document classes need to be determined. Usually limited to 4 levels of hierarchy.  | per hour        | \$ 31.50                | Northern & Central California and all other areas |
|      |   |   |                 | \$ 23.50                | LA, San Bernardino & Riverside Counties           |
|      |   |   |                 | \$ 25.50                | San Diego & Imperial Counties                     |
|      | Add for Doc Identification                          | When using barcode labels and to perform document identification a specific degree of expertise is required. Rate also applied when it is required to perform a 3rd party audit to determine missing documents per folder.  | per hour        | \$ 1.50                 | Same for all regions                              |
|      | Add for Auto DPI Adjust                             | Add cost to preparation fees above if scanner ID sheets must be added to perform automatic scanner adjustments to control scanner settings. (Rare Requirement)  | per hour        | \$ 1.50                 | Same for all regions                              |
|      | Add for Shredding                                   | To destroy with a shredder a cubic foot of boxed records.   | per cubic foot  | \$ 3.20                 | Same for all regions                              |
|      | Add for Box Inventory                               | To inventory boxes received or to inventory boxes to be shipped to an archive location or distant facility.   | per box         | \$ 1.00                 | Same for all regions                              |
|      | Deduct for when Quick-Filer™ used in Document Prep. | If DCS's patented Quick-Filer™ index system is used in the document preparation phase deduct this amount from the per hour fees.  | per hour        | \$ (2.00)               | Same for all regions                              |
|      | Folder to Folder Drops                              | To move docs from existing folder to a new folder. To identify with barcode specific folders of information that may need to be indexed for a future image capture job. Includes using a barcode label to id doc types within each folder.  | est. per folder | \$3.00 to \$10.00 range | Same for all regions                              |
|      | Doc Tracking  | Perform the task using portable barcode wands to create a database of folders and documents linked to a specific box number or vessel code.   | per folder      | 0.35                    | Same for all regions                              |
|      | Doc Reassemble                                      | Reassembling the documents into the original or comparable bindings. Staples returned into the original documents, and documents placed back into bindings or fasteners as they were originally found.  | per hour        | \$ 29.50                | Northern & Central California and all other areas |
|      |   |   |                 | \$ 21.50                | LA, San Bernardino & Riverside Counties           |
|      |   |   |                 | \$ 23.50                | San Diego & Imperial Counties                     |

**Paper to Electronic Scan & Index**  
**Discount % Determined by Volume**

| Step         | Part Number & Description                      | 200 dpi   | 300 dpi | 600 dpi | Grey Scale any DPI | Add for auto contrast or DPI detect from patch code | Add for hierarchy classification by scanner |
|--------------|--|---|---------|---------|--------------------|---|---|
| <b>Scan</b>  | Letter Size 8.5" by 11"                        | 0.075   | 0.079   | 0.138   | 0.138              | 0.016   | 0.028                                       |
|              | Legal Size 8.5" by 14"                         | 0.096   | 0.101   | 0.176   | 0.176              | 0.020   | 0.035                                       |
|              | 11" by 14" (burst or unburst)                  | 0.124   | 0.130   | 0.228   | 0.228              | 0.026   | 0.046                                       |
|              | 11" by 17" B (burst)                           | 0.143   | 0.150   | 0.263   | 0.263              | 0.030   | 0.053                                       |
|              | 11" by 17" B (unburst)                         | 0.139   | 0.146   | 0.256   | 0.256              | 0.029   | 0.051                                       |
| <b>Index</b> | Key from Image to field(s) cost per field      | Perform coding and/or capture of pre-defined fields of specified data found on either the first or last page of document (confirmed to top or last third of page.) I.e. Date, Author, Recipient, Subject, and Keyword, etc. (20 characters maximum with a 4 field minimum.) |         |         |                    | \$0.067   |   |
|              | Key from Image to field(s) cost per key stroke | To key to a field or to fields an array of information and maintain a log of keystrokes and when 4 fields of information do not seem to be a practical approach. Requirement met for MSA.   |         |         |                    | \$0.025   |   |
|              | OCR-Recognition of Image and text data created | Perform the conversion of a document image to an OCR text file. Full text ASCII files to accompany each TIFF file using Optical Character Recognition by Xerox or alternate. OCR % of recognition based on averages defined in test of sample documents.                    |         |         |                    | \$0.150   |   |
| <b>QC</b>    | Add for Error Checking                         | Same as above but with error checking.  |         |         |                    | \$0.200   |   |
|              | Random inspection of images                    | View images as they are scanned looking for anomalies requiring re-scan.  |         |         |                    | \$0.001   |   |
|              | 100% Verification & Inspect each image         | View each and every image after scan looking for anomalies that require re-scan.  |         |         |                    | \$0.011   |   |
|              | Work Flow Reports and production Statistics    | Utilize automated production workflow software to provide detailed control and reports and/or automated file tracking insuring source inputs equal source outputs.  |         |         |                    | By Quotation  |   |

**Paper to Electronic Release & Management Fees**  
**Discount % Determined by Volume**

| Step           | Part Number                      | Description   | Unit          | Price     |
|----------------|----------------------------------|---|---------------|-----------|
| <b>Release</b> | CD-ROM Mastering (2)             | Perform the task of creating pair of CD-ROMs containing the flat indexes and images. One for transport and one for archival purposes. Media included.   | per set of CD | \$ 150.00 |
|                | Optical Disk                     | Perform the task of creating one Optical Disk containing the flat indexes and images. Media included.   | per platter   | by quote  |
|                | DAT Tape                         | Perform the task of creating one DAT tape containing the flat indexes and images. Media included.   | per tape      | \$250.00  |
|                | Blowbacks                        | At client's request, to created printed documents from images, commonly called "blowbacks".   | per image     | \$ 0.060  |
|                | Bates Stamp                      | At client's request, to apply unique number sequential to each document prior to image scan, so it appears on both hardcopy and image. Special considerations can be made to apply number after scan and digitally write serial number to image header. | per stamp     | \$ 0.050  |
| <b>Manage</b>  | Project or System Analyst        | Perform systems analysis of the imaging requirements to define overall system function and determine the most cost efficient manner to implement the imaging system and determine if any custom data release scripts are required.                      | per hour      | \$200.00  |
|                | Programmer                       | Perform special coding to set parameters, forms, data exports, data imports, create database schemas and to support the needs determined by the project team.   | per hour      | \$200.00  |
|                | Production Support               | Perform the role of project consultant and provide overall project production planning, coordination, communication and database delivery services.   | per hour      | \$ 175.00 |
|                | Project Management               | Perform the role of project manager and provide overall project planning management, administration, communication, coordination and control staff.   | per hour      | \$ 175.00 |
|                | Integration Services             | Perform as technical consultants and will link the data items with the full text record created via OCR ad merge the resulting database with the corresponding images and build into a application ready load file.                                     | per hour      | \$ 100.00 |
|                | Technical Services               | At client's request, provide consulting; data manipulation, in-house operational supervision or software system related work.   | per hour      | \$ 100.00 |
|                | Records Analyst                  | Identifying records series to specific retention codes.   | per hour      | \$ 125.00 |
|                | Media Analyst                    | Space planning for physical doc storage systems. Media Storage System Design.   | per hour      | \$ 125.00 |
|                | RMS or Certified Records Manager | Consultation regarding Records Management policy, I.e. records retention schedules, hierarchy definitions, citation identification for retention schedules.   | per hour      | \$ 175.00 |